



**King County**  
**NUTRITION ASSISTANT**  
**HEALTH CARE ASSISTANT (WIC)**  
**PUBLIC HEALTH – SEATTLE & KING COUNTY**  
**CHS/FEDERAL WAY PUBLIC HEALTH CENTER**  
**Hourly Rate Range \$16.42 - \$20.81**  
**Job Announcement: 05TA5731**  
**OPEN: 2/1/06      CLOSE: 2/14/06**

**WHO MAY APPLY:** This career service position is open to all qualified applicants.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services, 999 3<sup>rd</sup> Avenue, Suite 600, Seattle, WA 98104 or fax to (206)205-5430.** Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Annette Brender at (206)296-9863 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** Federal Way Public Health Center, 33431 13<sup>th</sup> Pl. So., Federal Way, WA 98003

**WORK SCHEDULE:** This position is overtime eligible. It works a 40 hour work week; Monday through Friday; some rotating evenings and weekends may be required to meet business needs. Work is performed in a busy, high volume clinical setting; reliable attendance is essential to ensure client services and maintain caseload.

**PRIMARY JOB FUNCTIONS INCLUDE:** This position partners with nurses, nutritionists, social workers and other clinic staff to provide services to clients in a clinic based WIC program. The clinic serves a culturally diverse population with many clients speaking Spanish or Russian as their primary language.

Duties include:

- Interviewing clients from diverse populations.
- Using established protocols to evaluate intake data for health and nutritional risk factors and program eligibility.
- Obtaining accurate anthropometric measurements for adults, infants, and children.
- Issuing WIC checks.
- Screening and assessing client needs by phone and in person in order to schedule appropriate appointments and referrals.
- Providing group nutrition education under the direction of a nutritionist according to program guidelines. Also provides some individual nutrition education, including breastfeeding.
- Documenting services given in both a computerized documentation system and in medical records.
- Assisting in other clinic and outreach duties.

**QUALIFICATIONS:**

- Skilled in providing direct client services in a health care setting.
- Knowledge of basic nutrition theory and practice, behaviors and practices to achieve and maintain good health, human development and life sciences equivalent to college-level course work, and the ability to apply this knowledge in working with clients to make positive changes in health behaviors.
- Knowledge of health and social services and resources in south King County.
- Demonstrated ability in problem solving, client interviewing, documentation and record-keeping skills.
- Skilled in organizing, leading, and facilitating group discussion sessions.
- Demonstrated ability to refer patients for birth control, STD, HIV/AIDS, and pregnancy options related education.
- Computer skills including proficiency with Windows and the ability to use drop down menus, point and click software, and multiple screens. Must be able to enter data with a high degree of accuracy.
- Skilled in maintaining good interpersonal interactions with clients and co-workers while working effectively as a member of a multi-disciplinary public health team, with a diverse multi-cultural population.
- Demonstrated ability to maintain and establish working relationships with community resources.
- Skilled in multi-tasking and working in a fast-paced environment with defined time constraints.
- Excellent verbal and written communication skills.

**DESIRED QUALIFICATIONS:**

- Completion of Washington State WIC paraprofessional competencies or BS in nutrition or AA in Dietetic Technology. Bilingual English and Spanish or Russian applicants will be given preference.
- Preference will be given to applicants skilled in providing WIC services.

**NECESSARY SPECIAL REQUIREMENTS:**

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.
- Must be able to lift and lower a child weighing up to 35 pounds onto a surface above 4 feet high.

**UNION MEMBERSHIP:** This position is represented by Local 17.

**CLASS CODE: 8354    SEQUENCE NUMBER: 1581**